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80-2374/11

24 NOV 1980

MEMORANDUM FOR: Director of Communications
Director of Data Processing
Director of Finance
Director of Information Services
Director of Logistics
Director of Medical Services
Director of Security
Director of Training & Education

STAT FROM:
Chief, Management Staff, DDA

SUBJECT: APEX Implementation

1. The Office of Security, on 21 November 1980, sponsored an initial orientation briefing for Agency APEX Control Officers (ACOs) and APEX Security Officers (ASOs). As both the Directorate ACO and ASO I attempted to ensure that each of your offices was appropriately represented. A copy of the briefing material used by various of the speakers is attached for your information.

2. While formal APEX implementation will probably not occur for some months yet, it would seem prudent for us to make ACO and ASO assignments within each office. Please provide me the names and telephone extensions of officers designated by you to be your ASO and your ACO by Friday, 5 December 1980. In the case of ACOs, your initial designees were:

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OC:
ODP:
OF:
OL:
OMS:
OS:
OTE:
OIS:

Confirmation that your ACO designations remain unchanged, if so, will be fine.

3. Once we have both ACOs and ASOs designated I plan to begin a more extensive orientation and familiarization for appropriate Directorate personnel. I would expect your ACOs and ASOs to actively participate.

4. I am available to discuss this with you at your convenience.

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Attachment:
As Stated

AGENDA
CIA APEX ACO/ASO BRIEFING
21 NOV. 1980 GA-13
0900-1200

- | | | |
|---|-----------|------|
| I. OPENING REMARKS | 0900-0920 | |
| 1. "Why You Are Here" | | |
| 2. APEX Background Briefing | | |
| a. Decision to Establish APEX | | |
| b. Objectives | | |
| c. Importance of a Good Start | | |
| 3. APEX Authorities | | |
| a. E.O. 12065 | | |
| b. PD/NSC 55 | | |
| c. Nondisclosure Agreement | | |
| II. BASIC APEX ORIENTATION FILM | 0920-0950 | |
| BREAK | 0950-1000 | |
| III. THE APEX CONTROL OFFICER | | |
| 1. Introduction of the CIA/ACO | 1000-1010 | STAT |
| 2. Duties of the ACO | | |
| IV. THE APEX SECURITY OFFICER | | |
| 1. Introduction of CIA/ASO - Mr. | 1010-1020 | |
| 2. Duties of the ASO | | |
| V. THE 4C CONCEPT/STATUS | 1020-1035 | |
| BREAK | 1035-1040 | |
| VI. THE TIERED APPROACH TO APEX | 1040-1055 | |
| VII. WHAT'S TO BE DONE | 1055-1130 | |
| 1. Zero Base Review of Access Needs | | |
| 2. The Indoctrination Process - Briefing Aids | | |
| 3. Accountability and Control of Current SCI | | |
| 4. APEX on Implementation Day | | |
| 5. APEX Numbering System | | |

VII. QUESTIONS/ANSWERS 1130-1200

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DUTIES OF APEX CONTROL OFFICERS IN GOVERNMENT

THE DUTIES OF THE APEX CONTROL OFFICERS ARE TO:

- A. SUPERVISE THE OPERATIONS OF THE APEX CONTROL FACILITY;
 - 1. ENSURE THAT APEX MATERIALS ARE ACCOUNTED FOR, CONTROLLED, TRANSMITTED, DESTROYED, PACKAGED, AND SAFEGUARDED IN ACCORDANCE WITH PROVISIONS OF THIS MANUAL.
 - 2. ACT AS THE EXCLUSIVE CONTROL POINT FOR RECEIVING AND DISPATCHING APEX MATERIALS VIA ELECTRICAL, COURIER, OR OTHER MEANS APPROVED FOR THE TRANSMISSION OF APEX MATERIALS.
 - 3. COMPLETE AND RETURN TO THE SENDER RECEIPTS ATTACHED TO APEX DOCUMENTS RECEIVED. ENSURE THAT ALL OUTGOING MATERIALS HAVE PROPERLY PREPARED RECEIPTS AND SEND TRACERS AS REQUIRED FOR RECEIPTS NOT RETURNED.
 - 4. ENSURE THAT APEX MATERIALS ARE DISSEMINATED ONLY TO THOSE PERSONS PROPERLY INDOCTRINATED AND WITH A NEED-TO-KNOW.
- B. STAFF APEX ACCESS APPROVAL REQUESTS FOR PERSONNEL WITHIN THEIR JURISDICTION.
- C. PROVIDE ADVICE AND GUIDANCE ON THE PROPER CLASSIFICATION LEVELS, CODEWORDS, AND CAVEATS WITHIN THE APEX SPECIAL ACCESS CONTROL SYSTEM.

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DUTIES OF APEX SECURITY OFFICERS IN GOVERNMENT

THE DUTIES OF THE APEX SECURITY OFFICERS ARE TO:

- A. COORDINATE AND RECEIVE PRIOR APPROVAL THROUGH APPROPRIATE CHANNELS FOR ACCREDITATION AND ESTABLISHMENT OF APEX CONTROL FACILITIES.
- B. MAINTAIN CURRENT LISTINGS OF ALL APEX-ACCESSED INDIVIDUALS WITHIN THEIR JURISDICTION.
- C. CONDUCT REQUIRED SECURITY INDOCTRINATIONS AND DEBRIEFINGS OF PERSONNEL APPROVED FOR APEX ACCESS AND OBTAIN SIGNED NON-DISCLOSURE AND TERMINATION SECRECY AGREEMENTS AS NECESSARY.
- D. CONDUCT REINDOCTRINATION ON A PERIODIC BASIS, NOT TO EXCEED TWO YEAR INTERVALS.
- E. ENSURE PERIODIC SECURITY INSPECTIONS OF APEX CONTROL FACILITIES UNDER THEIR JURISDICTION MAKE RECOMMENDATIONS FOR CORRECTIVE ACTION, AND CONDUCT FOLLOW-UP ACTION ON RECOMMENDED CORRECTIVE MEASURES.
- F. APPROVE SECURE PROCEDURES FOR TRANSMITTING AND RECEIVING APEX MATERIALS.
- G. ENSURE INVESTIGATIONS OF ANY POSSIBLE SECURITY INFRACTIONS INVOLVING APEX INFORMATION UNDER THEIR JURISDICTION TO DETERMINE IF A COMPROMISE HAS OCCURRED, MAKE APPROPRIATE RECOMMENDATIONS, AND PREPARE REQUIRED REPORTS.
- H. NOTIFY THE APEX CONTROL STAFF OF ALL ADDITIONS AND DELETIONS OF ACCESS APPROVALS AND ACCREDITATIONS FOR FACILITIES WITHIN THE APEX SYSTEM ON A TIMELY BASIS.

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APEX BRIEFING AIDS

BASIC ORIENTATION - FILM

BASIC ORIENTATION - SLIDES

CAPSULE BRIEFING - FILM

MINI BRIEFING - FROM SCRIPT

ADMINISTRATIVE TRAILER - FILM

MANUALS (FOR GOVERNMENT AND INDUSTRY)

ADMINISTRATIVE PROCEDURES HANDBOOKS
(FOR GOVERNMENT AND INDUSTRY)

100 BASIC QUESTIONS/ANSWERS

QUESTIONS/ANSWERS FOR USE WITH THE
NONDISCLOSURE AGREEMENT

BRIEFING GUIDES

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